

# MEMORANDUM

To: Mayor Andre D. Pierre, Esq.  
Vice Mayor Marie Erlande Steril  
Councilman Michael R. Blynn, Esq.  
Councilman Scott Galvin  
Councilman Jean Marcellus

From: Stephen E. Johnson  
City Manager

Date: October 9, 2012

RE: **TAB Z -- COUNCIL AGENDA REGARDING DIASPO CUP EVENT**

The City has received a formal request for use of North Miami Athletic Stadium and Showmobile for a combination soccer / concert event. The promoter, Roland Jerome, has been hosting an event similar in scope to this one for the preceding seven years. In the past, the City Council has waived the fee for this event. On the Community Event Application, the estimated crowd size is 1,000 people. Based on previous events, the following costs have been estimated below.

The promoter has requested that the fee be waived in **full** for the following:

- |   |                |
|---|----------------|
| • North Miami Athletic Stadium - Special Event (8 am – midnight) -- | \$4,000        |
| • North Miami Showmobile (2 pm – midnight)                          | \$1,200        |
| • City Electrician and generator (2 pm – midnight)                  | \$ 800         |
|   | <u>\$6,000</u> |

When you deduct equipment charges and usage fees from the above expense, you are left with **direct staff costs**. Staff cost for the proposed event is outlined as follows:

- |  |         |
|--|---------|
| • North Miami Athletic Stadium staff (8 am – midnight) | \$1,600 |
| • North Miami Showmobile staff (2 pm – midnight)       | \$ 800  |
| • City Electrician (2 pm – midnight)                   | \$ 600  |

**In total, the City's hard costs for this event would be:** \$3,000



# MEMORANDUM

**Memorandum to Mayor and Council**

**RE: Diaspo Cup Event – November 25, 2012**

We will staff this event with the same number of police personnel as last year at the expense of the organization, Diaspo C. Entertainment. We had a supervisor and nine officers working the event. The time of the event will determine the start time for our personnel. Last year, we started at 5 pm and had coverage through midnight. The supervisor for the event arrived at 4 pm to coordinate with the staff from the event.

The police personnel are to be paid at the off-duty rate of \$30.00/hour and the supervisor is paid \$32.50/hour. If we stagger the hours, as we did last year, the total for the off-duty personnel would be \$1,970.00.

Breakdown is as follows:

One Supervisor:	4pm-12am =	\$ 260.00
Three Officers:	5pm-12am =	\$ 630.00
Six Officers:	6pm-12am =	<u>\$1,080.00</u>

**\$1,970.00**

## 1 of 4

• Alternate contact person: FRANIZ ETIENNE  
Phone: (954) 940-0517 Cell: (954) 940-0517 E-Mail: INFO@FRANIZ.COM

**Please provide the City of North Miami with a copy of one of these identifications: valid Florida Drivers License, 501(c) (3) or Business Identity.**

## LOGISTICS

12. Will you require road closure? Yes \_\_\_\_\_ No (X)

If yes, please describe what streets you want closed and the closing and opening dates / times.

• \_\_\_\_\_ Street (s) from: \_\_\_\_\_ to: \_\_\_\_\_  
\_\_\_\_\_

• Closure date: \_\_\_\_\_ Time: \_\_\_\_\_

• Opening date: \_\_\_\_\_ Time: \_\_\_\_\_

12A Approximate number of vehicles anticipated: 400

**Please attach a map showing cross streets etc. Closure of state roads requires FDOT permits.**

**County roads require a permit from Miami-Dade County (305-375-2030). The Florida State Department of Transportation (FDOT) requires that event organizers obtain a permit for the closure of all state roads. This permit must be filed with FDOT thirty (30) days prior to the event date. Please contact call 305-654-7163 to obtain the application for closing or use of state roads. The applicant may be required to contact residents or businesses along the closure route and have them sign a petition. Local roads will be closed with City Manager approval (Ord. 17 - 20).**

13. Will you be securing your event with fencing? Yes \_\_\_\_\_ No (X)

14. Will you need trash removal? Yes \_\_\_\_\_ No (X)

• If yes, how many dumpsters? \_\_\_\_\_ How many pick ups? \_\_\_\_\_

**Note: Hiring of City services for trash removal is required.**

15. Are you requesting use of the City's Showmobile? Yes (X) No \_\_\_\_\_

**Use of Showmobile will require a non-waivable fee to cover cost of set up and breakdown. This fee cannot be waived.**

16. Will you require temporary electrical work? Yes \_\_\_\_\_ No (X)

• If yes, please provide electricians name: \_\_\_\_\_

• Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**(Note: The electrician you hire needs to apply for a permit through the City of North Miami.)**

17. Will you be erecting the any of the following?

	Yes	No	How Many	Size / Dimension
Tent	<u>(X)</u>	_____	<u>4</u>	<u>10 x 10</u>
Ticket Booth	<u>(X)</u>	_____	<u>1</u>	_____
Staging	<u>(X)</u>	_____	_____	_____
Dance Floor	_____	_____	_____	_____
Other Temporary Structure	_____	_____	_____	_____

**Note: Tent permits are required for tents larger than 10' x 10'.**

**(Please include these items on your site map and provide the City a detailed floor plan for the event.)**



### Rental Fee Waiver Request Form

Today's Date: 0/04/2012

**Facility Requested:**

- ☐ Sunkist Grove Community Center (Capacity 100)  
☐ Keystone Center (Capacity 45)  
☐ Gwen Margolis Community Center (Capacity 200)  
☐ Judson Community Center (Capacity 40)

- ☐ Griffing Community Center (capacity 75)  
☐ Griffing Park  
☒ North Miami Athletic Stadium  
☒ North Miami Showmobile

**Fee Waiver Charge \$250.00 for Stadium and \$100 for all other facilities.**

**Any Renters, who have fees waived, full or partial, are still required to fill out a rental contract and pay the security deposit of \$500.00 for Athletic Stadium, \$250.00 for GMCC or \$100.00 for all other facilities.**

Requesting Party: DIASPOC FESTIVAL Date Requested: NOV 25 2012

Time of Event: Begin 9 am/pm - End: 12 am/pm Set up Time: 8 am/pm - 9 am/pm

Address: 937 N. E 125 STREET City: N. MIAMI Zip: FL

Home Phone: (786) 290-6166 Work Phone: (786) 290-6166 Cell Number: (786) 290-6166

Is the Organization in or does it serve the City of North Miami: ☒ Yes ☐ No

Background: SPORTING EVENT,  
ENTERTAINMENT  
SPONSORING

**For Parks and Recreation Use Only**

Current Rental Fees: \$ \_\_\_\_\_

Equipment: \$ \_\_\_\_\_

Cost: \$ \_\_\_\_\_

Overhead and Administration: \$ \_\_\_\_\_

Labor: \$ \_\_\_\_\_

Contractual/Other Reimbursement: \$ \_\_\_\_\_

Recommendations: \_\_\_\_\_

**Please check for availability first**

Date Available? ☐ Yes ☐ No

Name of staff confirming availability: \_\_\_\_\_

Recreation Supervisor \_\_\_\_\_

Date \_\_\_\_\_

☐ Approved ☐ Not Approved

Recreation Superintendent \_\_\_\_\_

Date \_\_\_\_\_

☐ Approved ☐ Not Approved

Director of Parks and Recreation \_\_\_\_\_

Date \_\_\_\_\_

☐ Approved ☐ Not Approved

**For City Manager's Office Use Only**

Date Waiver Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved By: \_\_\_\_\_

Full Waiver Approved: ☐ Yes ☐ No

Partial Waiver Approved: ☐ Yes ☐ No

If partial waiver, amount waived \$ \_\_\_\_\_

amount to be paid \$ \_\_\_\_\_

City of North Miami contact person:

Name: \_\_\_\_\_ ext. \_\_\_\_\_ E-mail address: \_\_\_\_\_

**PLEASE RETURN FORM TO PARKS AND RECREATION DEPARTMENT**

12300 NE 8 Avenue, North Miami, FL 33161  
305-895-9840

18. Will your event include any of the following?

NO Fireworks

NO Games for children

NO Mechanical / Amusement Rides

- If yes, please provide a detailed description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Company Name: \_\_\_\_\_

• Insurance Carrier: \_\_\_\_\_

Agents Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Note: All amusement rides must be approved by the state. All carnival, amusement or carnival type events shall provide the required insurance policy or policies as stipulates by the City of North Miami and must get proper permits from the City's Building and Zoning department.**

19. Will music be played? Yes No If yes, what type?

• Name of Sound Company: Guy LEMONIER

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**(Foul language, offensive materials, strippers, erotic dancers or lewd or lascivious behavior is PROHIBITED.)**

#### SAFETY

20. List the beverages to be served: WATER & SODAS

**(Note: Beverages must be dispensed in soft containers. No glass containers or cans allowed.)**

21. Will alcohol be served? Yes No If yes, what type: \_\_\_\_\_

**Sale and/or distribution of alcoholic beverages including beer and wine must be approved by the City Council. Upon approval, the organization must apply for a temporary liquor license from the State of Florida, Division of Alcoholic Beverages and Tobacco under Florida Statute 561.42. Contact the County office at 305.470.6783 for instructions on obtaining this License.**

22. Will Food be served? Yes No If yes, what type? CARIBBEAN Food

**Please note: Sanitary and food facilities shall be provided by the Licensee in accordance with applicable laws and regulations of the Department of Business and Professional Regulation (Form DBPR HR-7029, Division of Hotels and Restaurant Application for Temporary Event Vendor License). Licensee agrees to ensure that any and all grease remaining after the event by food vendors shall be properly disposed of in accordance with any applicable standards. In the event Licensee fails to properly dispose of the grease, the City will charge Licensee for the cost incurred by the City to do so.**

**CONCESSIONAIRE RIGHTS: Licensee shall have exclusive concessionaire rights within the permitted area.**

23. You are required to hire City of North Miami police for your event.

**The police Department determines how to staff the event with off-duty officers for crowd, traffic or other public safety concerns. The police department will inform you of the number of officers needed. Staffing is larger for events that serve alcohol and/or close roadways. Any event at a City facility that runs after 11:00 p.m. will require police. PLEASE CALL 305-891-0294 for more information on off-duty officers.**

24. You may be required to hire EMS to be on-site at your event. The City of North Miami Special Events Supervisor will advise you accordingly.

## RISK MANAGEMENT

Prior to the commencement of any event, the City of North Miami requires organizers of the special event to provide the City with a valid certificate of insurance showing:

- ✓ **General Liability Insurance:** \$1,000,000 minimum combined single limit for bodily injury and property damage.
- Liquor Liability Insurance:** \$1,000,000 minimum limit, if alcoholic beverages are being served or sold at the event.
- Workers' Compensation** Statutory coverage.
- Employers' Liability:** \$500,000 / accident / disease / policy limit.

**Proof of workers' compensation coverage is required from employers with four (4) or more employees.**

- All Certificates of Insurance shall include a description of the special event, event location and event date(s).
- All liability policies shall be issued by an "A" rated or better insurance carrier, endorsed by A & M Best and authorized to transact business in the State of Florida.
- **The City of North Miami must be named additional insured on all liability policies.**
- The issuing insurer shall endeavor to notify the City of any policy cancellation by mailing 10 days written notice to the City prior to issuance of a cancellation notice.
- All special event organizers shall indemnify and save the City harmless from any and all claims, suits, actions, damages or causes of action arising as a result of the special event.

**Sign here to verify you have read the entire event application and conditions.**

ROLAND JEROME

Print Name

Signature

10/3/12 M.P.

06/04/2012

Date

**Please return the completed application and detailed description of the event on your organizations letterhead and site map to:**

North Miami Parks and Recreation Department  
12300 NE 125 Street,  
North Miami, Fl. 33161  
Attn: Special Events Division

**\*Please note\***  
**Forms 1 - 4 are mandatory**  
**upon submission of application.**

### Forms Required Checklist

1. ✓ *Proof of Organization Identification*
2. ✓ *Detailed Description of Event on business/organization letterhead.*
3. ✓ *Proof of Insurance or quote for special event insurance.*
4. ✓ *Layout map / Sketch of area intended for event.*
5. \_\_\_ Tent Permit (required for any tents larger than 10 x 10) application in the Building & Zoning Dept.
6. \_\_\_ Map of cross streets and road closures.
7. \_\_\_ Proof of liquor license (if serving alcohol) – this requires city council approval
8. \_\_\_ Proof or Worker's Compensation (for organizations with 4 or more employees)